

# Windham School District

School Administrative Unit #95

Winfried Feneberg  
Superintendent

Adam Steel  
Director of Business, Finance, and Operations

Kori Alice Becht  
Director of Curriculum, Instruction, and Assessment

Rosalyn Moriarty  
Director of Student Services

Carol St. Pierre  
Director of Human Resources

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To: Winfried Feneberg, Superintendent

From: Adam Steel

RE: Staffing Recommendation

Monday, June 02, 2014

Dear Winfried,

## Executive Summary

When projecting the staffing assignments for the nascent SAU #95, we consolidated many positions in the business and facilities departments. We are short on staff in those departments resulting in significant overtime being paid to support staff, and difficulties with work-flow and morale resulting as well. I am recommending the hiring of a part-time support staff position to support the facilities department to allow for the realignment of job duties throughout the business and facilities departments.

## Staffing Details

Prior to the split of SAU #28, the business department had the following staff:

<b>Prior to SAU #28 Split</b>	<b>SAU #95</b>
Business Administrator	Director of Business, Finance, and Operations
Assistant Business Administrator	Lead Accountant
Accountant	Payroll Clerk
Accountant	
Business Administrative Assistant	Business & Facilities Administrative Assistant
Facilities Director (Windham Only)	
Maintenance Director (Windham Only)	Maintenance Coordinator
Facilities Administrative Assistant	

I am recommending hiring the Facilities Administrative Assistant position. This position can be part time and allow for the re-alignment of the entire department to solve the problems at hand. This position would work five hours per day and would have a total cost of \$21,389.12. Per my memo to the WSB dated 6/3/2014, I would recommend using the savings from the hiring of the curriculum directors as a funding source for this position.

### **Requested Board Actions**

1. Motion: to authorize the creation of the administrative assistant position to support the facilities department with a cost not to exceed \$21,389.12 in the FY15 fiscal year.